

ATTACHMENT D

ENVIRONMENTAL SERVICES

FINANCIAL MANAGEMENT REPORTING REQUIREMENTS

July 2014

Environmental Services Requirement Financial Management Reporting Requirements

Financial Management Reports shall be submitted by the Contractor on the NASA 533 series reports, in accordance with the instructions on the reverse of the forms, NASA Procedural Requirements NPR 9501.2E entitled "NASA Contractor Financial Management Reporting," dated May 27, 2011, and additional instructions issued by the Contracting Officer.

(A) Level of Detail

An individual 533 Report shall be provided for all Core Requirements and Services Task Orders in accordance with the Work Breakdown Structure (WBS) below:

- WBS Level 1 – Environmental Services Contract Summary (Core & IDIQ)
- WBS Level 2 – Core Work (all core)
- WBS Level 2 – IDIQ work (all tasks)
- WBS Level 3 – Waste and Prevention and Management Summary (Core)
- WBS Level 3 – Water Management Summary (Core)
- WBS Level 3 – Air Management Summary (Core)
- WBS Level 3 – Environmental Management Summary (Core)
- WBS Level 3 – Environmental Planning and Impact Assessment (Core)
- WBS Level 3 – Environmental Liability Management (Core)
- WBS Level 3 – Natural Resources Management (Core)
- WBS Level 3 – Individual Tasks (IDIQ)

The reports shall contain a breakdown of each service area by the elements of cost listed in the attached sample spreadsheets. Detailed variance explanation reports shall be required. Supplemental reports will be required on an as needed basis.

(B) Variance Narrative Reporting

In accordance with Section 3.6 of NPR 9501.2E, the Contractor shall include a narrative explanation for variances exceeding plus or minus 5 percent (+/- 5%) between the Total Direct Labor Hours (prime and subcontractors) and/or Total Estimated Cost amount shown in the prior month and the Actual Total Direct Labor Hours and/or Actual Total Cost amount shown in the current month at WBS Level 2, Core Requirements Summary; WBS Level 2, IDIQ Requirements Summary; and WBS Level 5, Individual Campaigns. (For example, the Total Estimated Cost amount shown for June in column 8a in the May NF 533M and the Actual June Total Cost amount shown in column 7a in the June NF 533M.)

Each variance narrative shall explain the: (1) reason for the variance, (2) impact(s) on the Core Requirements/Individual Campaigns and/or IDIQ Requirements, and (3) specific corrective action(s) being taken or to be taken.

(C) Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the Basic Contract clause entitled, "Financial Management Reporting." The Contractor shall submit an initial report in the NF 533Q format within 30 working days after contract award. After the initial report, the NF 533M reports shall be distributed not later than the tenth (10th) working day following the close of the contractors' monthly accounting period. The 533Q reports shall be distributed not later than the 15th day of the month preceding the quarter being reported.

(D) Reporting Requirements

See attached samples in the pages following.